

**State of California
DUTY STATEMENT**

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

		RPA Control #	C&P Analyst Approval	Date
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-460-5393-602		Unit Forensic Services Department		
Class Title Associate Governmental Program Analyst		Location Administration Building		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs the most complex, technical analytical staff services assignments such as preparing reports, analyzing data, and presenting ideas and recommendations on procedures, policies, and program alternatives effectively. Reviews and analyzes complex proposed legislation and advises management on the potential impact, makes decisions on complex transactions, prepares correspondence, monitor, track and initiate court commitment Forensic Reports. Responsible for cross training and the ability to fully process all duties outlined in all desk procedures. Must be able to read and interpret California Penal Code; Welfare and Institution Code; Case Law and Court Orders. May act as a lead.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>Tracking</u></p> <p>Maintains the accuracy and timeliness of maximum commitment dates and progress report due dates for all hospital commitment types. Court report admission/discharge documents and court orders with minimal supervision. Tracks the most complex court dispositions by contacting Superior Courts, District Attorneys and Defense Attorneys. Analyze and interpret the most complex court orders and recognizes and corrects discrepancies. Ensure proper service, tracking, research, and information provided to ensure that accurate metrics are provided to Sacramento and the Department of Finance. Coordinate process and assist medical/forensic staff in submitting the proper certifications. Serve as a liaison between the court and hospital staff.</p>

30%	<u>Forensic Reports</u> Reason logically, creatively and utilize a variety of analytical techniques to track the most complex assignments of Forensic Evaluators and processing of Forensic Reports. Review forensic reports for submission to the Superior Court, District Attorneys, and Defense Attorneys in a timely manner. Knowledge of different types of forensic evaluations and the ability to obtain, scan, and copy records from multiple sources
20%	<u>Inter-hospital Transfer</u> Develop, implement and maintain tracking databases for case management and monitoring of patients referred to other state hospitals for transfer. Liaison with other state hospitals regarding transfer coordinator duties. Liaison with Executive Team members regarding appropriate recommendations for immediate transfers of high-risk patients. Serve on statewide committees regarding inter-hospital transfers to provide continual evaluation and processing of appropriate referrals. Formulate statewide procedures and policies pertaining to inter-hospital transfers.
10%	<u>MARGINAL FUNCTIONS</u> All other duties and special projects as assigned
Other Information	<hr/> SUPERVISION RECEIVED <ul style="list-style-type: none"> • Under the general direction of the Staff Services Manager I. SUPERVISION EXERCISED <ul style="list-style-type: none"> • <u>N/A</u> <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Determinate and indeterminate sentence laws; documents, forms and process used in the establishment, maintenance, control and disposition of individual forensic patient's record. Training methods and planning and conducting in-service forensic training; information disclosure statuses. ABILITY TO: Define, interpret and take action on legal documents and court orders; analyze patient legal records and recognize and correct discrepancies and irregularities; prepare accurate and concise reports; make arithmetical computations; read and write English at a level required for successful job performance. Make sound decisions and recommendations in regard to the record-keeping function; disseminate information to administrative/judicial agencies and attorneys. Utilize initiative, courtesy, and tact within contacting various programs/departments within the hospital, as well as outside administrative/judicial agencies, attorneys, etc. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex court related and data analyses problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing;

consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets and charts; operate a computer keyboard/terminal; organize and prioritize work; create draft correspondence.

Perform a specialized record function requiring interpretation, research, analysis and application of State laws, court decisions, and administrative policies connected with commitments to Forensic and Mental Health institutions; assume responsibility for calculating inmates' and paroles' release and discharge date; develop and monitor data collections system; compile, analyze, provide and interpret data from spreadsheets and databases. Perform a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; policy analysis and formulation.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Ability to analyze, define, interpret and take action in processing case records
 - Learn and understand a broad range of technical data and apply it to individual records
 - Follow oral and written instructions
 - Communicate effectively with other staff and informational sources
 - Progressively perform more difficult and analytical tasks
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TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Must be accurate when computing maximum commitment dates as errors could mean early release or detention of a patient, either of which could result in legal action being taken against State

LICENSE OR CERTIFICATION

- N/A

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
